

Please submit within 48 hours of tentative reservation.

**Cascades Library**  
**21030 Whitfield Place**  
**Potomac Falls, VA 20165**  
**CascadesLibrary@loudoun.gov**  
**VOICE: 703-444-3228 TTY: 703-444-2093**  
**FAX: 703-444-1336**

Application Date

|                    |  |
|--------------------|--|
| <b>AFTER HOURS</b> |  |
| Fee PAID:          |  |
| Guard Scheduled:   |  |
| AV SETUP:          |  |

### APPLICATION FOR MEETING ROOM USE

Reservations/Applications may be made in person or by FAX or eMAIL. **FEES** for **BUSINESS** or **FOR-PROFIT** use must be paid at the time of application and must be submitted with this form. For groups FAXING or eMAILING meeting room reservations, fees must be received within 48 hours of submitted application or the booking will be released. See reverse for additional details.

Date of Program:

Time of Booking:

(incl. time for setup and cleanup)

Expected Attendance:

Actual Time of Meeting:

Name of Organization:

Purpose of Meeting:

Name of Representative:

Address:

Daytime Phone:

Evening Phone:

Please check one:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | County or Town Government<br>(No Charge)        |
| <input type="checkbox"/> | Community Organization<br>(Donations Accepted)  |
| <input type="checkbox"/> | Non-profit Organization<br>(Donations Accepted) |
| <input type="checkbox"/> | Other: (Please explain)                         |

Please check one:

|  | FEE      | Hours | TOTAL |
|--|----------|-------|-------|
| <input type="checkbox"/> BUSINESS or FOR-PROFIT groups<br>(\$40.00 per hour or any part of an hour).<br>See reverse for FEE refunds for cancellations. | \$ 40.00 |       |       |
| <input type="checkbox"/> BUSINESS OR FOR-PROFIT AV<br>FEE (\$10.00)  |          |       |       |
| TOTAL FEES DUE   |          |       |       |

Please make checks payable to "County of Loudoun"  
or choose Pay Online from the menu at [library.loudoun.gov](http://library.loudoun.gov)

Please check one:

|                          | Meeting Room          | Capacity |
|--------------------------|-----------------------|----------|
| <input type="checkbox"/> | A                     | 100      |
| <input type="checkbox"/> | B                     | 130      |
| <input type="checkbox"/> | Conference (upstairs) | 8-10     |
| <input type="checkbox"/> | Group Study           | 8-10     |

**Businesses and for-profit groups will be charged \$10.00 for use of AV equipment.**

Please check any equipment needed:

|   |   |  |
|---|---|--|
| <input type="checkbox"/> *Assistive Listening Device                        | <input type="checkbox"/> Lectern  | <input type="checkbox"/> Computer Projector                            |
| <input type="checkbox"/> **Hands-free (clip-on)<br>Microphone (2 available) | <input type="checkbox"/> **Wireless Hand-Held<br>Microphone (2 available) | <input type="checkbox"/> Flatscreen TV/DVD Remote<br>(Conf. Room only) |
| <input type="checkbox"/> Floor Stand for Hand-Held<br>Microphones           | <input type="checkbox"/> Overhead Projector                               | <input type="checkbox"/> TV / VCR / DVD                                |

\* Listening Devices are only available in Room B.

\*\*Microphones are only available in rooms A and B.

Please read the information on the back and sign this form.

**Please read the attached Library Policy on Meeting Room Use and the following regulations:**

- ☐ All meetings or programs must be open to the public.
- ☐ Meeting Rooms can only be reserved up to two months in advance.
- ☐ No group may schedule meeting rooms more than 16 hours each month.
- ☐ The reserving organization will provide proper supervision at all times.
- ☐ The library is pleased to provide meeting space as a community service. You may support the library and honor your organization by making a donation.
- ☐ The name, address and/or phone number of the Library may not be used as the official address of any organization using library facilities, nor may any non-library group using library facilities publicize its activities in such a way as to imply library sponsorship.
- ☐ If publicity for the meeting includes the library's address, the organization must add "This program is not sponsored by Loudoun County Public Library." to any printed or online announcements.
- ☐ In accordance with the Library Rules of Conduct Policy (20) no users may charge fees or solicit donations in library Meeting Rooms, or elsewhere in library facilities.
- ☐ A **ROOM USE FEE** (\$40.00 an hour or any part of any hour) will be charged to **BUSINESS and FOR-PROFIT** groups. Payment must be made with this form to secure the reservation or the booking will be released. Booking cancellations must be made seven (7) business days in advance in order to receive a 75% refund. Refund requests must be made in person, by fax or by email. Subject line should read: Meeting Room Cancellation. Email address: [cascadeslibrary@loudoun.gov](mailto:cascadeslibrary@loudoun.gov). Weather-related cancellations are refunded in full.
- ☐ The Library's meeting rooms are available during normal operating hours. Official government business by federal, state, county or town governments may use the meeting rooms at other times as authorized by the branch manager.
- ☐ The organization is responsible for any damages beyond normal wear and tear.
- ☐ The organization is responsible for setup and cleanup of the room and furniture. Appropriate time before and after the meeting should be included in the booking time. The authorized representative of your organization is responsible for the good condition of the room and will report any damage to the room or its contents to library staff.
- ☐ The organization is responsible for notifying those expected to attend the meeting of cancellations due to weather. Please call your branch or check [library.loudoun.gov](http://library.loudoun.gov) for opening status.
- ☐ The branch manager (or designee) reserves the right to refuse groups the use of library facilities whenever, in his/her best judgment, the use does not conform to this policy. Available space varies significantly among branches and not all branches can accommodate use by civic, educational, and cultural groups or organizations at all times.

***Renters are not covered by the County of Loudoun's liability insurance.***

*I am an authorized representative of the organization named above. I have read and agree to comply with the regulations for the use of Loudoun County Public Library public meeting rooms as set forth above and in the Library Policy on Meeting Room Use which I have received and read. I agree that any violation of the rules and requirements set forth in this application may be grounds for immediate expulsion and denial of future use of the facility.*

|            |                 |
|------------|-----------------|
| Signature: | Library Card #: |
|------------|-----------------|